

POSITION ANNOUNCEMENT

POSITION #: 2021-05 PROCUREMENT ADMINISTRATOR
ANNOUNCED: July 20, 2021
CLOSES: Open until filled (Priority given to applications received by August 15, 2021)

The Office of the Federal Public Defender for the Western District of Washington (FPD) is accepting applications for a full-time Procurement Administrator. The Procurement Administrator will provide services for our clients charged with criminal offenses or involved in post-conviction proceedings in the United States District Court for the Western District of Washington and the United States Court of Appeals for the Ninth Circuit. This position will provide an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment.

OUR ROLE AND MISSION

The FPD is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We are appointed to represent accused persons pre-charge, upon arrest, and through completion of all appeals and federal habeas corpus review. The FPD operates under the authority of the Criminal Justice Act and by appointment from the Court.

We aspire to create an environment of mutual respect and collaboration, and to cultivate a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. We work together to uphold every person's right to be presumed innocent and to receive a fair sentence if convicted. We provide a vigorous defense at trial and, if our client is convicted, at sentencing and on appeal. We advocate for humane sentences by developing mitigation evidence and presenting judges with fully developed views of our clients and their lives, not merely their charges.

RESPONSIBILITIES

The Procurement Administrator (PA) provides assistance and advice to the Defender and/or Administrative Officer in matters of property and procurement. General areas of responsibility include: acquisition, maintenance and inventory of furnishings, supplies, library materials and equipment; management of property and procurement activities; relocation and construction project management; and staff training in procurement issues.

PRIMARY JOB DUTIES

The Property and Procurement Administrator performs or supervises the performance of tasks such as the following:

1. Assists the Defender and the Administrative Officer in all aspects of property and procurement management.
2. Ensures adherence to federal and local procurement practices and procedures. Acquires knowledge of current requirements and restrictions provided by 1) DSO and AOUSC; 2) the *Guide to Judiciary Policy*; 3) applicable state and federal statutes and 4) GSA's rules and regulations. Acts as on-going liaison with DSO and GSA staff in all purchasing matters.

3. Develops, with the Defender and/or Administrative Officer, a system of internal controls to assure the proper segregation of procurement functions.
4. Arranges for the authorization, procurement and installation of telecommunication equipment through the appropriate government agencies and the telephone company. Serves as liaison to the circuit's telecommunications coordinator, the AOUSC, GSA, and equipment vendors, researching any discrepancies or problems encountered with any service requests.
5. Arranges for the authorization, procurement and installation of office automation equipment.
6. Procures supplies, equipment, library materials, furnishings and professional contract services from government and non-government sources through competitive bids, existing government contracts, or new contracts. Acts as advisor to staff in purchasing matters. Originates or reviews requisitions and confers with requesting persons regarding necessary goods and services. Receives and processes purchase orders and invoices as authorized. Prepares correspondence and conducts meetings and interviews with vendors or their representatives. Determines whether prices are fair and correct; judges if quality meets specifications and performance standards. Locates sources of supplies for regular and emergency purchases.
7. Monitors funds expended for items such as library materials, equipment, furniture, and supplies. Formulates and justifies budget requests for such items.
8. Initiates and maintains a comprehensive training program for all employees responsible for procurement duties. Ensures that all such employees are informed of regulations and procedures relating to procurement matters.
9. Organizes and manages storage systems or facilities for old records and used property.
10. Ensures the organization has an effective system of data and records security, storage, retrieval and archiving.
11. Oversees mail and forms management in compliance with applicable regulations and procedures.
12. Contracts for maintenance and repair of office space, equipment and furniture.
13. Coordinates construction projects and arranges office relocations, renovations, and repairs.
14. Performs all other duties as assigned.

REQUIREMENTS

Applicants must have at least two years of specialized experience and knowledge of procurement procedures, guidelines, policies, and practices. The candidate must possess skills necessary to prepare requests for quotes and bids, and have the ability to research, interpret, and implement federal judiciary guidelines, rules, regulations, and policies regarding purchasing. In addition, the candidate must be able to obtain federal government Contracting Officer Certification Program Levels 1-3 and will need to attend out-of-state training for this program in 2022, if available.

The applicant must possess strong organizational, planning, problem-solving, math, and analytical skills along with a high level of proficiency and technical skills in Adobe Acrobat, Microsoft Word, and Microsoft Excel. The candidate should have excellent grammar, written, and oral communication skills as well as excellent customer service skills and the ability to maintain confidentiality. This position will involve some travel. A valid driver's license is required.

This is a high-sensitive position within the Judiciary. As a condition of employment, the selected candidate must be fingerprinted and must successfully complete a background investigation with periodic updates every five years thereafter.

The position has federal benefits and a starting salary range of \$58,535 to \$110,356 with the potential for promotion. The salary will be based on education and years of relevant experience consistent with federal guidelines and regulations. This position depends on federal funding and subject to mandatory Electronic Funds Transfer (direct deposit). Employment will be provisional pending the successful outcome of a background check. A prior criminal conviction is not necessarily disqualifying.

COMMITMENT TO DIVERSITY AND EQUITY

We value diversity and a commitment to equity, and we believe better representation occurs when members of the defense team have diverse backgrounds and experiences. We seek a paralegal who shares our office's commitment to providing the best possible representation to our clients. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring to the FPD because of your background, identity, and personal experiences.

The FPD encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual orientation, education, opinions, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance. We are interested in your talent, intelligence, dedication, persistence, and desire to see all people treated fairly and respectfully, no matter the allegation or circumstance. We especially encourage applications from Black, Indigenous, and people of color (BIPOC), people who have been affected by mass incarceration, and people from other underrepresented and historically marginalized groups.

To apply, please email a letter of interest, resume and two work references (including names, addresses, and telephone numbers). A confirmation reply to the application will be sent to the email address used. Only those who receive an interview will be contacted again. This position will remain open until filled. Applications will be accepted only by email to:

Michael Filipovic
Federal Public Defender
Attn: Human Resources
wawpersonnel@fd.org

NO TELEPHONE OR EMAIL INQUIRIES PLEASE.

The FPD is an equal opportunity employer and values diversity in the workplace.